

<b>Brianne's Boutique &amp; Teresa's Hallmark Sales Associate Job Description</b>
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**Position Purpose:**

To provide outstanding customer service to all customers, merchandise all product, actively sell the product and perform appropriate cash transactions.

**Nature and Scope:**

The Sales Associate reports to the Owner, Store Manager or Lead Sales Associate.

A Sales Associate is responsible for providing outstanding customer service to every customer who enters the store. This performance must reflect a conscious effort to give the customer's needs priority over operational job responsibilities.

The Sales Associate will develop selling skills and product knowledge to respond to all customer questions. The Associate will have access to store cash and product assets and will be accountable for the same.

The Sales Associate will be expected to learn all new styles and patterns of the store's product lines, and will be able to describe them without reference.

The Sales Associate is challenged to follow all directives and perform in a consistent manner regarding customer service, merchandising and money knowledge. This challenge requires the ability to accept change on a regular basis and the ability to work with a diverse group of people.

The Sales Associate receives guidance from the Owner and Store Manager as well as the Lead Sales Associate.

Performance of this position can be measured by sales statistics, customer satisfaction, approach to assignments and store appearance. An annual performance review may be included.

Fulfillment of the duties of this position requires that the incumbent have strong verbal skills, interpersonal skills, flexibility and the ability and willingness to learn the retail business. In addition, the position may require physical duties involving lifting fixture parts and cartons weighing 40 pounds, and standing for long periods of time. Due to financial aspects of the job, the incumbent must also have the aptitude for calculations.

I am applying for:

Brianne's Boutique

Teresa's Hallmark

Both

## PERSONAL

Last Name	First	Middle	Date
Street Address			Home Telephone (    )
City, State, Zip			Business Telephone (    )
Have you ever applied for employment with us? Yes____ No____      If Yes: Month and Year_____			Pay Expected
Position Desired			Are you of legal age to work? Yes____ No____
			Will you work overtime if asked? Yes____ No____
Are you legally eligible for employment in the United States?			When will you be available to begin work?
Other special training or skills (language, office machines, computers, etc)			

## EDUCATION

School	Name and Location of School	No. of Years Completed	Did You Graduate?	Degree or Diploma
Elementary				
High School				
Business / Trade / Technical				
College				
Graduate School				

### Membership in Professional or Civic Organizations

(Exclude those which might disclose your race, color, religion or national origin)


Applicants will receive consideration without discrimination because of race, color, sex, age, national origin, handicap or veteran status

## EMPLOYMENT HISTORY

Please provide an accurate and complete employment record, including both full and part time positions. Start with your present or most recent employer, and then provide previous employers.

<b>1</b>	Company Name	Telephone (     )
	Address	Employment Dates (Month and Year) From                      To
	Name of Supervisor	Weekly Pay Start                      Last
	State Job Title and Describe Your Work	Reason for Leaving

<b>2</b>	Company Name	Telephone (     )
	Address	Employment Dates (Month and Year) From                      To
	Name of Supervisor	Weekly Pay Start                      Last
	State Job Title and Describe Your Work	Reason for Leaving

<b>3</b>	Company Name	Telephone (     )
	Address	Employment Dates (Month and Year) From                      To
	Name of Supervisor	Weekly Pay Start                      Last
	State Job Title and Describe Your Work	Reason for Leaving

<b>4</b>	Company Name	Telephone (     )
	Address	Employment Dates (Month and Year) From                      To
	Name of Supervisor	Weekly Pay Start                      Last
	State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate which employers you do not wish us to contact	<b>Do Not Contact</b>
	Employer Number(s) _____ Reason _____

The information provided in the Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I authorize you to engage an investigative consumer reporting agency to obtain a report of my credit and personal history. If you obtain a report, you must provide at my request the name of the agency used so that I may obtain from them the nature and substance of the information contained in the report.

SIGNATURE _____
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**NUMBER OF HOURS YOU WISH TO WORK EACH WEEK:**

**CHECK WHICH OF THE FOLLOWING YOU ARE AVAILABLE**

- FULLTIME 40 HOURS                       PART/FULLTIME 30-40 HOURS  
 PART TIME 20-30 HOURS                       PART TIME 10-20 HOURS

\*You must be available to work a minimum of 15 hours per week at Brianne's Boutique.

**PLEASE SPECIFY WHAT TIMES YOU ARE AVAILABLE:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Please answer the following questions. Be sure to elaborate.

Why do you consider yourself a people person?

What do you consider a good shopping experience?

Give an example of a bad shopping experience?

What did you like most about your best job?

What did you like least about your worst job?

What skills do you have to enhance Brianne's or Teresa's?

Why do you want to work at Brianne's or Teresa's?